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23 May 1957

MEMORANDUM

SUBJECT : Allocation of DD/I Time

REFERENCE : Diagrammatic Calendar of Typical Day (Copy Attached)

1. DD/I's office hours average around 60 per week, generally from 0800 to 1900 on weekdays, 0900 to 1300 on Saturdays, and an hour or so on Sunday morning.

2. The hours divide into roughly three parts: scheduled regular meetings accounting for approximately twenty-four hours, reading of substantive intelligence accounting for approximately sixteen hours, and the balance miscellaneous.

3. The regular items might be tabulated as follows:

CBS News	1-1/4 hours
DCI Meetings	3-1/2 hours
IAC Meeting	1-3/4 hours
Planning Board (2 @ 3-1/2 hours)	7 hours
Reserves	2
NSC Pre-briefings	2-1/2 hours
O/DD/I Staff Meeting	1/2 hour
Visits to IAD Offices	2-1/2 hours
IAD Luncheon Meeting	1 hour
PRC, Career Council, Senior Staff Meeting (Average)	2 hours
TOTAL	24 hours

4. I regard one of my principal responsibilities to be to keep myself as fully informed as one human being can on substantive intelligence on a world-wide basis with emphasis on the Soviet Bloc plus such areas as may be in a current state of crisis. This requires not only reading cables and brief synoptic reports but also a fair sampling of the more ponderous research pieces produced by the DDI Offices and elsewhere in the U.S. On an average I give the first one and one-fourth hours of each day to this task and normally the last hour in the evening. I try to keep Saturday and Sunday free for this type of work also.

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5. That leaves approximately twenty hours per week for such activities as the following: four hours used in lunches to establish and maintain contacts with other government officials, foreigners, selected members of the press, etc.; briefings and debriefings of ambassadors, chiefs of station, etc.; discussions with staff and others on management problems; drafting and studying non-substantive documents; and local travel.

6. Not shown in the foregoing because of their irregular impact but nonetheless significant in the total time consumed are such items as: preparing and delivering lectures to the service war colleges -- about seven per year; unclassified speeches to selected audiences, averaging about three per year; and representation of CIA on Council of Foreign Relations Study Groups, including the out-of-town travel time involved; and sitting in with the DCI when he is receiving a visitor on a matter related to substantive intelligence.

7. It will be noted that Planning Board work has now stabilized at only seven hours a week on the average which is only a little over ten per cent of my time and considerably less time than DCI is required to put in on NSC and OCB.

ROBERT AMORY, JR.  
Deputy Director (Intelligence)

Attachment